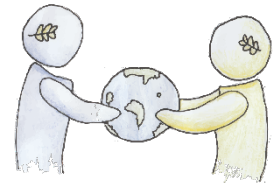


St Mary & St John CE Primary School



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Headteacher: Rebekah Stott

Full Governing Body Meeting Minutes – Term 6.2

Monday, 3 July 2023, 6.00 pm

Present:

Bex Stott (BS), Headteacher
Sarah Franklin (SF), Foundation Governor – Chair
Jenny Worroll (JW), Foundation Governor – Co-Vice Chair
Tim Foster (TF), Foundation Governor
Jane Godby (JG), Staff Governor
Tony Pound (TP), Parent Governor

Apologies:

Anna Ballance (AB), Foundation Governor
– Co-Vice Chair
Julia Bell (JB), Foundation Governor
Ben Klooss (BK), Parent Governor
Laurence Price (LP), Foundation Governor
Philip Ritchie (PR), Foundation Governor
Charlotte Ryland (CR), Parent Governor

In attendance:

Ellie Armstrong (EA), Deputy Head Teacher and Associate
Member (left at 7.05pm)
Jenny Dyer (JD), Local Authority Clerk

1. Welcome, apologies, quorum

The meeting commenced at 6.10pm.

The Chair welcomed everyone to the meeting, and particularly to Tony Pound, newly appointed Parent Governor, joining in person for the first time as the last meeting was online.

Apologies were received from AB, JB, BK, LP, PR and CR and accepted.

Governors were advised that Richard Tarver's term of office as Local Authority Governor ended on 25th June 2023; he had advised the Chair that he would not stand for a further term of office. He wished to congratulate the school on its recent 'Good' Ofsted and the decision to transfer the reception children from Comper to the Mary & John site from September 2023. Governors thanked RT warmly for his service on the Governing body.

The meeting was quorate throughout.

2. Declarations of any other urgent business

There were none declared.

3. Declarations of business/pecuniary/personal interest in any item on this agenda

There were none declared.

Let all that you do be done in love...

1 Corinthians 16:14

4. Minutes of Full Governing Body meeting, 12 June 2023 (Term 6.1)

The minutes were approved and to be signed by the Chair.

5. Matters arising from the minutes

	Action (by Term 6.2 FGB meeting, unless stated otherwise)	Who	Outcome/ Actions for Term 1 2023/24
Action 1	Governors to familiarise themselves with the government white paper on schools, 'Opportunity for All'. <i>Update 3 July 2023 – Governors noted the changes in the DfE planning since the white paper was published (the main changes are outlined in the briefing paper 'Schools white paper 2022: where are we now?', a copy of which is in the folder for this meeting). Governors agreed to read this briefing paper before the Term 1.2 FGB meeting.</i>	All governors	In progress (See Item 13.4) Action 1
Action 2	BS to produce a 'You said, we did' style report, based on parent comments from governor post-it boards consultation, and circulate to parents before end of Term 5. <i>Update 25 April 2023 – Some actions in response to comments are in progress. Update 3 July 2023 – Report completed and sent to parents via ParentPay, 21 June 2023.</i>	BS	Completed since the last meeting Item 6.1.1
Action 3	SF to bring to Term 5 FGB details of subject link governors and the governance review. <i>Update 25 April 2023 – Documents shared. Sign-up sheet circulated for allocation of subject links. Further discussion deferred to Term 6 due to pressure of other business. Update 3 July 2023 – SF, JW, AB working on governance review, including schedule of meetings for the year and governor role descriptions. Plans to be shared in Term 1 2023/2024.</i>	SF, JW, AB	In progress (See also Item 12.1) Action 2
Action 4	SF to arrange a further follow-up visit re. provision for pupils eligible for Pupil Premium, after Assessment Point 3, to monitor closing of attainment gap. <i>Update 3 July 2023 – Visit deferred as requested. SF and Victoria Toft (SENDCo) have agreed to meet in Term 1.</i>	SF, VT	In progress Action 3
Action 5	CR to meet with BS to discuss the 'For discussion by governors' items in the report on the governor parent/carer post-it boards consultation. <i>Update 3 July 2023 – This action linked into Action 2 (above).</i>	CR, BS	Completed since last meeting
Action 6	BS to seek assurance from Gordon Joyner (Oxford Diocesan Board of Education) on scheduling of deferred elements of the phase one premises work, confirming completion by September.	BS, GJ	Completed Item 6.2
Action 7	BS to ask Kristy Bailey (School Business Manager) to prepare revised budget incorporating all current estimated costs of YR move (including additional resources for YR), plus 20% for contingency, for the next meeting of FPS (Finance, Premises & Staffing Committee) or FGB. <i>Update 3 July 2023 – Budget to be reviewed at next meeting of Finance, Premises & Staffing Committee, later this term.</i>	BS, KB, FPS	FPS Committee (later this term, Term 6) Action 4
Action 8	BS to ask GJ for update regarding phase two premises work (planning, scheduling and finance options) in time for the start of term, September 2023.	BS, GJ	Completed Item 6.2
Action 9	BS to submit to the Office of the Schools Adjudicator the Variation for Admissions document, as approved by FGB at the last GB meeting, signed electronically on behalf of SF as Chair. <i>Update 3 July 2023 – Document submitted 15 June 2023; additional documents submitted 28 June 2023.</i>	BS	Completed Item 6.2
Action 10	BS/KB and FPS to confirm that procurement is within SFVS procurement rules.	BS, KB, FPS	Completed Item 6.2
Action 11	BS/KB to ask ODBE to comment on value for money of the quote (e.g. by cross comparison).	BS, KB, FPS	Completed Item 6.2
Action 12	BS/KB to ask ODBE to confirm that Mary & John can be removed completely from the lease on the Comper building, as part of this transition (i.e. immediately, by start of September 2023). <i>Update 3 July 2023 – Request made to be removed from lease. Waiting for confirmation.</i>	BS, KB, FPS	In progress (Item 6.2) Action 5
Action 13	M&J Working Group (YR/Comper) to consider with BS whether the group is still needed to steer and oversee YR move work (vs. monitoring and oversight to revert to Full GB).	Working Group, BS	Completed Item 6.2
Action 14	Data Protection policy – BS to share with governors responses to questions and clarifications requested at last GB meeting. <i>Update 3 July 2023 – Governors approved the policy.</i>	BS	Completed Item 13.3

6. Headteacher's reports

6.1 Headteacher's report *Verbal update (supplementing written report shared at last FGB meeting)*

6.1.1. Post-it-note feedback from parents

In response to the November 2022 parent post-it-note feedback, the June 2023 report to parents entitled 'You said...We did...' encapsulated the progress made across the academic year, addressing development points and suggestions for improvement.

6.2. Move of the reception year (YR) to Meadow Lane – progress report, discussion

Governors were provided with the following update:

- **Transition** – This was going well with all arrangements communicated to parents. In addition, staff involved in the move would be paid for time during the summer holidays, to pack up equipment and resources at Comper and to unpack at Mary & John.
- **After School Club (ASC)** – Whilst provision had increased by 30%, from September 2023, there was likely to be demand exceeding the number of spaces available. However, when compared with other local schools, Mary & John was offering proportionately more places. Governors recognised the school had done everything within its power to make additional places available to families.

Governors thanked Kristy Bailey for all her work in the allocation of ASC places to families, as fairly as possible.

- **Building work and decorations** - These were confirmed by Gordon Joyner, Oxford Diocesan Board of Education, to be on track and toilet alterations to be completed by September 2023. Phase two work would be completed by Christmas 2023. Three quotations will be sought for this work, in compliance with SFVS rules. Phase one work had been confirmed by ODBE to be appropriately contracted in line with the urgent timetable for the work and representing value for money.
- **Admission arrangements variation for September 2023 & 2024** – A request, outlining the proposed arrangements, had been submitted to the Office of the Schools Adjudicator; approval was awaited.
- **Budget from September 2023** – The budget document provided by the School Business Manager was circulated to governors prior to the meeting and outlined details of the revised budget for 2023/2024, taking into account the move of reception children to the Mary & John site. The revised budget would be discussed at the next Finance, Premises & Staffing (FPS) Committee, later this term (Term 6), including procurement procedures to ensure compliant with the Schools Financial Value Standard (SFVS) rules. Assurance had been received from ODBE re. value for money in the contracting process.
- **Lease between Comper and Mary & John** – Confirmation that the LA legal team would be arranging for Mary & John to be removed from lease, so it was not financially liable in the future, was awaited.

- **Mary & John Working Group (YR/Comper)** – Having completed the strategic aspect of their responsibilities, governors considered whether the Working Group should continue.

Governors **agreed** the Working Group would continue, in case of need for governor oversight relating to the YR move, until the end of Term 2, December 2023, with the same membership as currently.

The Working Group were thanked for their dedication and time given to ensure due diligence leading up to the decision to move Year R to the Meadow Lane site.

Q: Governors enquired of the parent response relating to the move from Comper to Mary & John.

Governors learnt that parents responded positively to communications from the school regarding arrangements for reception children to be taught on the Mary & John site from September 2023.

Q: Governors questioned whether Mary & John staff required training in preparation for teaching reception children from September.

It was confirmed that that Michelle Jenkins, LA Lead Officer for Early Years, would arrange for Sarah Pugh, LA Early Years Improvement Lead, to provide bespoke training for Mary & John staff, as required, including early years' leadership training.

Governors congratulated the school on their achievements and for enabling good transitions.

6.3. Attendance report (*written report shared at last FGB meeting*); *suspensions review*

EA provided governors with a verbal update:

- **Attendance** – EA advised from September 2023 attendance would be reported to GB with data relating to the reception children, alongside comparable data without the reception children at least for the time being.
- **Leave requests** – A higher number of leave requests were received prior to the start of the summer holidays than in the previous year. Where leave was not authorised, parents were notified by telephone with an explanation of the decision provided; these days were coded as unauthorised absence in class registers. Governors were advised that parents continuing to take leave during term time could be referred to the LA Attendance Team.
- **Suspensions review** – A Suspensions Review (prepared June 2023) was shared with governors prior to the meeting.

6.4. Behaviour report - *verbal update (written report shared at last FGB meeting)*

EA provided governors with the following update:

- **Internal suspension** - since the previous report, one incident had led to an internal suspension; a behaviour support plan was put in place and all staff are aware of agreed approach to ensure consistency. A governor asked about wellbeing of all children in the class. BS confirmed that all children were well supported.

- **Mixed Year Groups** – The rationale behind mixing year groups was to provide a more even balance of girls and boys and greater opportunities to extend friendships.
- **Reception Year** – the Behaviour Report would include the reception children from September 2023.

6.5. Comper update *Update on current YR cohort, incl. assessment data, transition to Year 1*

Governors were advised that the transition programme for the reception children starting in September had successfully taken place. Transition activities for children moving into Year 1 were in progress. Assessment data from Comper had been transferred to Mary & John.

7 Child protection & safeguarding

7.1. General update *incl. update to Keeping Children Safe in Education (for September 2023)*

Action 6: All governors to read the ‘Keeping children Safe in Education 2023’ statutory guidance for schools’ prior to the October 2023 FGB Meeting (Term 1.2).

7.2. Safeguarding training – update *including Prevent training.*

Action 7: The Key’s ‘Safeguarding responsibilities’ quick read document, circulated to governors via GovernorHub, to be read prior to the October 2023 FGB meeting.

Action 8: Governors to read the PREVENT ‘7 Minute Briefing’ document circulated to governors via GovernorHub to ensure they are familiar with the contents.

Action 9. Filtering and monitoring practices to be an agenda item for a future FGB meeting.

8 Road safety and traffic around school

8.1. Participation in Oxfordshire School Streets scheme – update

Circulated by CR and EA via GovernorHub, the report dated 3rd July 2023 highlighted that Mary & John had been shortlisted for the County Council's School Streets scheme and now met the threshold for ‘Green’ accreditation; there was a further step to achieve prior to achieving ‘Bronze’.

Governors were advised of the proposal to install an automatic number plate recognition (ANPR) camera at the top of Bedford Street by the County Council and for it to be a restricted area which, initially, would need manning by volunteers, ideally to commence towards the end of September. However, the County Council go ahead was awaited and would then involve the circulation of legal letters to notify parents and carers.

Regarding the Falcon carpark and to gain an idea of possible use, the County Council suggested conducting a parent survey.

Q: Governors enquired whether the survey could go out at the same time as the School Streets’ information.

It was confirmed it would be a separate electronic survey.

Action 10: BS/EA to conduct survey of parents/carers asking if they would use the Falcon Club car park if it was available to them at drop-off and pick-up times.

9 Pupil outcomes data – attainment and progress

9.1. Whole-school assessment data – analysis *from Term 6 assessments (Assessment Point 3)*

The June assessment point 3 data (AP3) showing both whole school attainment and progress was available to governors via GovernorHub prior to the meeting, with standard assessment test (SATs) outcomes awaited.

9.2. Assessment information headlines – ODBE summary

The assessment headlines were circulated prior to the meeting via GovernorHub.

Action 11: BK and CR to meet with BS to review the assessment and progress data across the school and to learn more about the Integris ‘helloData’ analysis system.

Action 12: Assessment data to be an agenda item for the FGB 1.2 meeting 2023/2024.

10 School Development

10.1. School Development Plan (SDP) 2022/23 – governor monitoring, reports

The SDP, circulated to Governors prior to the meeting via GovernorHub, provided evidence against the success criteria under the three main objectives as of March 2023.

Governor monitoring visit reports were also circulated. Whilst staff valued governor visits, they were appreciative of a reduction in visits before the end of term.

- **Behaviour & Attendance** – JW and EA had discussed SDP objectives and Equality and Diversity objectives (relating to curriculum and attendance), with examples of successes and challenges, detailed in JW’s report. The Term 5 visit did not take place due to this area being covered during the Ofsted inspection.
- **To develop confident subject leaders who contribute to a broad and balanced curriculum with strong outcomes in all curriculum areas** – CR and PR visited in June 2023; questions were sent in advance of the meeting to enable monitoring to be focused. Subject leaders were confident and excellent practice demonstrated; objectives were now being integrated into the curriculum of younger pupils. With non-contact time scheduled termly, the workload was now more manageable. A consistent approach to the collating of assessment progress data had yet to be embedded and this is an area of development. Relating to Science, continuing professional practice (CPD) is enabling teachers to understand how to assess in science.

- **SDP 3.1 & 3.3 and Equality & Diversity objectives 1 & 3** – JW carried out a monitoring visit on 7th June 2023, meeting with EA; the report was shared with governors via GovernorHub. A follow-up onsite visit would be arranged in the new academic year, to see implementation of the restorative practices first hand.

Governors stated how they valued their visits to school and acknowledged how it had been a purposeful exercise to see first-hand progress of the SDP objectives.

10.2. School Development Plan (2023/24) – planning update, discussion *Verbal update*

Whilst the SDP was yet in draft format, BS advised of the main areas that would be included:

- **Subject leadership** – This would continue to be a focus, integrating the curriculum across Year R (Reception) to Year 6.
- **Teaching & Learning** –Consistent use of assessment across the whole school.
- **Behaviour** – Expectations of behaviour for all groups of children need to be fully integrated and consistently high, linked to learning behaviours.
- **Wellbeing** – This would be woven into to all aspects of the SDP.

Action 13: BS to circulate the School Development Plan 2023/24 ahead of the FGB 1.2 meeting.

11 Vulnerable groups

11.1. SEND Information Report 2023-24 (for parents) – annual update, approve

The report, available to governors via GovernorHub prior to the meeting, remained as for 2022-23 except with reference to Comper and YR to Y1 transition omitted.

Governors **approved** the report and for it to go on to the school’s website.

12 Governing Body development

12.1. GB and governance review – update

SF provided the following update:

- **Curriculum Committee** – For 2023/2024, matters relating to curriculum would continue to be addressed through FGB meetings.
- **Comper/Mary & John Partnership Group** – This Partnership Group had disbanded due the move of reception children from the Comper to the Mary & John site from September 2023.
- **Finance, Premises & Staffing (FPS) Committee thoughts** – SF posed the question as to whether matters relating to FPS should in future be addressed through the FGB Meeting. Governors discussed this. It was agreed that an approach could be trialled with smaller

groups of governors to be set up as required to address specific matters. It would be necessary to continue with a Pay Committee and issues relating to staffing requiring governor attention could be brought to that group. A small group of governors would continue to meet to monitor the budget, but reporting not to FPS but directly to FGB. It was agreed that this approach would be trialled, with the aim of discontinuing FPS Committee from the start of 2023/2024.

- **Governor roles and expectations** – SF, JW, AB would be working on a governance review, including the schedule of meetings for the year and governor role descriptions. Plans would be shared in Term 1 2023/2024.
- **Schedule of Governor Business**

Action 14: To plan a schedule of work for 2023/2024 then circulate to governors.

JW and AB were thanked in advance for their time and dedication in helping SF to produce these documents.

12.2. GB self-evaluation – agree process for next year.

Action 15: SF will send out a google form relating to governance as to what has gone well and what could be better.

In 2024 a 360-degree review could be conducted.

12.3. Dates of governor meetings (2023/24) – agree

FGB Meeting dates 2023/2024 – The 2023/2024 Term 1.1 FGB Meeting would take place on Monday, 11 September 2023, at 6.00 pm via Teams and FGB 1.2 was scheduled for Tuesday, 10 October 2023, at 6.00 pm in school. Other meeting dates had yet to be confirmed.

12.4. Governor vacancies – update

As reported, Richard Tarver had stepped down as Local Authority Governor; a replacement LA governor would be sought with the appropriate skill set.

Action 16: To contact Governor Services advising of the LA governor vacancy.

Due to the important nature of the EYFS in schools, a governor responsible for the Early Years Foundation Stage (EYFS) is a recommendation, now relevant to Mary & John because of the move of YR to join the rest of the school. TP **agreed** to take on this role.

13 Other policies, procedures

13.1. Supporting Pupils with Medical Needs policy – annual review, approve

There were no changes to the policy.

Governors **approved** the policy which would be made available via the school website.

13.2. Headteacher Performance Appraisal Committee – appointment of external adviser

Jane Ratcliffe, School Improvement Officer would be leaving the Local Authority.

Governors therefore **gave approval** for Karen Metcalfe School Link Adviser, Oxford Diocesan Board of Education to have the role of external adviser to the Headteacher Performance Appraisal Committee for the 2023/2024 academic year.

13.3. Data protection policy – monitoring queries

Available in the meeting folder. Governors had submitted comments and questions relating to the policy prior to the meeting; BS was thanked for her responses.

Governors **approved** the policy which would be uploaded to the school's website.

13.4. Government policies/legislation – update *Schools white paper (2022), 'Opportunity for All'*

Governors had noted the changes made by the Department for Education (DfE) since the publication of the 'Schools white paper 2022: where are we now?' and would be reading this briefing paper before 2023/2024 the Term 1.2 FGB Meeting.

14 Any other urgent business (ref. item 2)

14.1 Early Years' Governance – SF pointed governors towards this training, to be delivered on 17th October 2023 by the LA Early Years Team, focusing on:

- The characteristics of effective teaching and learning in the early years
- Areas of learning and development and their assessment
- What good practice looks like in nursery and reception classes
- The governors' role

As this was the last FGB Meeting of 2022/2023, governors congratulated the school once again on the successful Ofsted in May and for all the hard work involved to enable the reception children to join the Mary & John school site from September 2023, an incredible achievement.

BS, on behalf of the school staff, thanked governors for all of their support throughout the year.

The meeting closed at 8.10pm